

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**  
**Local Government – Transit Section**  
**Quarterly Transit Meeting Minutes**  
**July 20, 2016**

**Transit Representatives:**

Steve Salwei – Director, Office of Transportation Programs, [ssalwei@nd.gov](mailto:ssalwei@nd.gov)  
Paul Benning – Local Government Engineer, [pbenning@nd.gov](mailto:pbenning@nd.gov)  
Becky Hanson -- Transit Program Manager, [bhanson@nd.gov](mailto:bhanson@nd.gov)  
Darcy Karel – Transportation Management Officer, [dkarel@nd.gov](mailto:dkarel@nd.gov)  
Julie Small – Transportation Management Officer, [jsmall@nd.gov](mailto:jsmall@nd.gov)  
Connie Nelson – Office Assistant, [conelson@nd.gov](mailto:conelson@nd.gov)

**Panther International Representatives:**

Scott Entin  
Lauren Scott

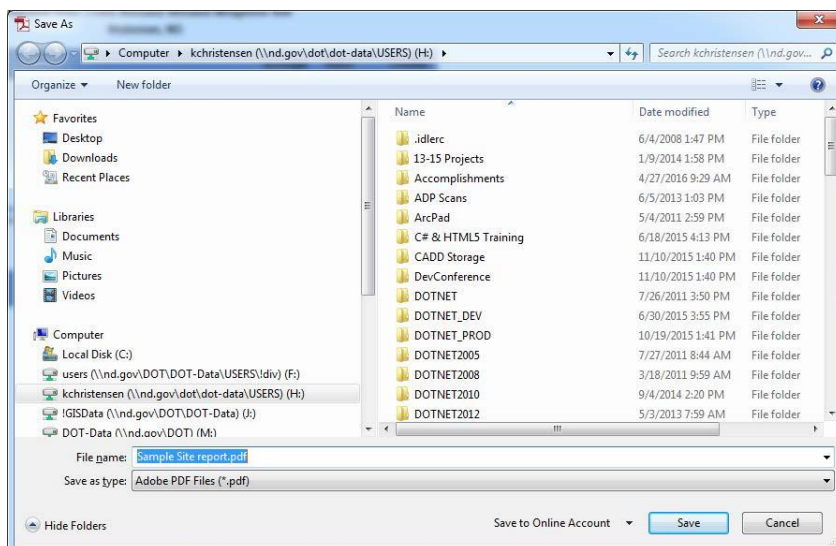
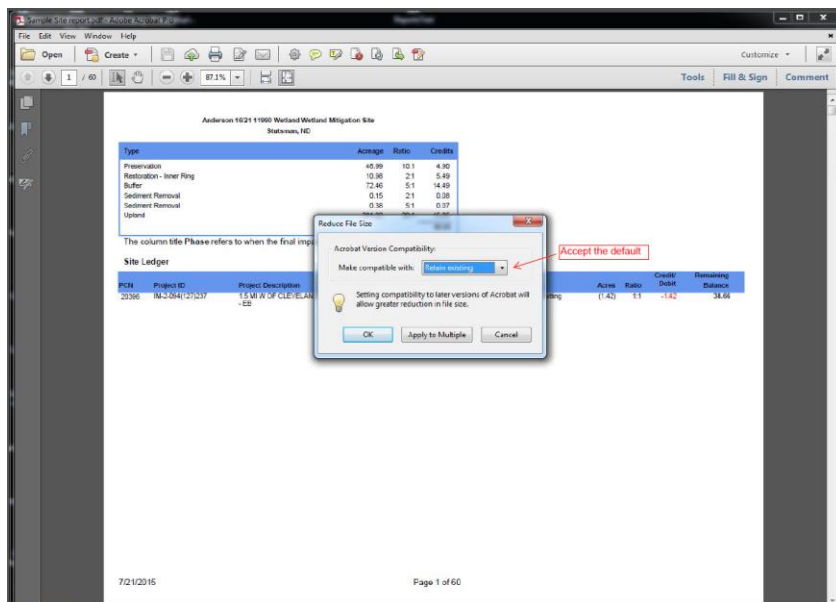
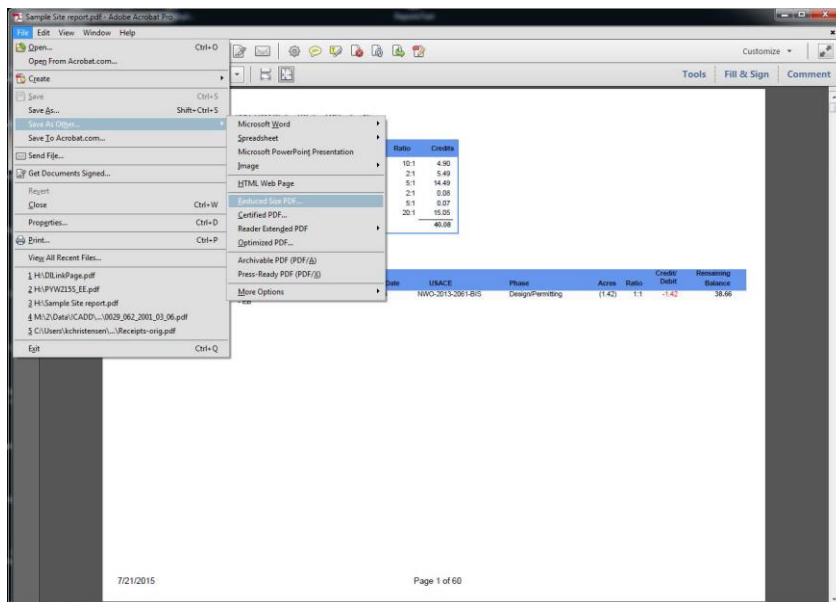
Becky Hanson welcomed everyone to the meeting and introduced Scott Entin and Lauren Scott from Panther International. Scott gave an overview on the status of BlackCat and stated that the information presented today would be uploaded overnight and ready for the agencies to use on Thursday, July 21, 2016.

Scott then introduced Lauren Scott as NDDOT's project manager. Questions regarding vehicle inventory issues and saving problems were brought to Lauren's attention. Brian Horinka stated that his inventory is complete, but in order to save the information, all fields in the input section must be filled, or at the very least, clicked on before saving. The disposing vehicle feature should be available in about a month. Attaching documents in BlackCat was also mentioned. There is 100 MB of storage for uploaded documents. The larger the size of the attachment, the longer it will take to upload.

Kai Christensen, NDDOT Information Technology, provided information on Adobe. The free version of Adobe Reader will not allow the reducing of a pdf. Links for purchasing Adobe Acrobat DC (Pro or Standard) are listed below. If you do a lot of scanning of documents, it will pay off in the long run, as well as, making it easier for Transit staff to manage the documents submitted to our office.

<https://acrobat.adobe.com/us/en/acrobat.html?promoid=KSBOO>  
<https://acrobat.adobe.com/us/en/acrobat/pricing/compare-plans.html>  
<https://acrobat.adobe.com/us/en/acrobat/pricing/compare-versions.html>

Screenshots to reduce the size of a pdf are shown below.



Lauren started the BlackCat training at the sign-on screen. She stressed how important it is to keep your email and contact information current should you forget your username and password. These features are built into the program and use the email address on file.

The user guide is updated with the material presented today. The user guide can be located by clicking "Help" in the upper right-hand corner. The user guide details every aspect of BlackCat and is a valuable resource. Functionality problems, program errors, etc., can be sent to Panther, or you can call the Support Center at 1-888-238-9707. When sending or leaving a message, be detailed to assist in a speedy solution. A Panther representative will return your call or email.

Lauren stressed the importance of keeping the agency information current. If a question is sent to BlackCat, the information on the program is where they retrieve contact information. If you receive an I/O error message, give BlackCat a call so they can help you while you are in the problem area.

Adding contacts to your Organization Overview does not give user rights to BlackCat. If you are adding a user to BlackCat, you will need to call Transit and they will assist in adding the user.

The Calendar feature can track important due dates, events, and deadlines. This is a very useful tool.

Reports are generated from information gathered. Ridership, DBE information, etc., are located under the Reports section under the Organization. DBEs can be added as they are used. If no DBEs are used within a reporting period, notation in the comment section is required before submitting the report. There is a history log at the bottom of the DBE report.

Budget report requires the user to input the operating and administration sections first. Once that information is added, you will be able to input the state aid. The program will automatically figure out the amount of match. Once verified, it can be submitted. Agencies will be able to view the process until it is paid. Balances will also be updated to show the amount of funding available.

BLACKCAT SYSTEM: Following the training a User Guide will be updated and made available under the Resources tab.

AUDIT: Julie reminded everyone regarding the audit information to return the information to Stacey.

TITLE VI PROGRAM: No reply from FTA on approval of the Title VI Program. Public participation is a requirement from FTA and attendance should be taken and kept on file.

TRANSIT AD CAMPAIGN: Darcy commented that photos are updated on the "you've got a ride" website and to make comments. Anything that you would like to see on the website, you can send to Darcy and she will review it and put it on the website. The advertising has been a huge success with over 400 likes on Facebook.

DRUG & ALCOHOL CONSULTANT: Becky notified everyone that the Drug and Alcohol contract has been signed by Precision Compliance.

TRANSIT LEGISLATIVE STUDY: The 2015 ND Legislature directed the NDDOT to develop a study on state funding distribution and allocations to public transportation providers. The Transit Study was posted on

July 21, 2016 Transportation Committee Agenda and Meeting minutes,  
<http://www.legis.nd.gov/assembly/64-2015/interim/17-5109-03000-meeting-minutes.pdf> .

MEDICAID: Agencies were asked how the electronic medicaid reimbursements were going. Most agencies reported that they are receiving payment sooner and with more consistency.

Cheryl Jongerious reported that ND has a new lobbyist, Erica Surmac for legislative purposes.

The next Transit Meeting will be Monday, October 17, 2016, at the Department of Transportation.